

# EAMS e-Forms Trial Participant Training 03/13/2009



### **Agenda**

- Most Common Mistakes
- EAMS Help Desk
- Q&A

### **Q & A Process**

- Write down your questions leave room for answers
- Note your main question ask it first
- Press \*1 if you want to ask a question
  - Our Moderator will be connecting you in order
- Each administrator will be able to ask 1 question initially
  - If you have more, press \*1 to get back in the queue
- Listen carefully to each question
  - Many of yours will be answered as we go
- If you have more, press \*1 to get back in the queue

### **MISTAKES**

- FIRST, Check the case in EAMS
- Ignoring:
  - -The Reference Guide & addenda
  - The website webinar slides
  - Not distributing errors/corrections
- DON'T FORGET THE S SIGNATURE

in the format: S JOHN JONES

- Incorrect Case Number
- One IW per batch
- One PDU per batch
  - -e.g. ADJ means ONLY ADJ documents
  - -e.g. DEU means ONLY DEU documents
- Do NOT e-file any VOC Forms
  - Do NOT select VOC as a PDU in any situation

### Settlements

- Must file <u>BOTH</u> the e-Form and attach the "wet" signed OCR Form
- Do <u>NOT</u> use Doc Title of "Compromise and Release: Walk Through Settlement" OR "Stipulations with Request for Award – Walk-Through"
- **DO** use:
  - ADJ MISC CORRESPONDENCE-OTHER
    - for the attached signed settlement document

### Use ONLY External Doc Titles

- Print out the list from the OCR Forms Page
- If you can't find what you are looking for in ADJ, use:

ADJ – MISC – CORRESPONDENCE-OTHER

# Proposed Trial Exhibits

- Use Doc Titles listed ONLY in ADJ
- If not listed:
  - Do NOT use TYPED OR WRITTEN LETTER or EVIDENCE
  - Do NOT use VOC as the PDU when filing a VOC document as a Proposed Exhibit
  - DO use CORRESPONDENCE-OTHER

# Applications

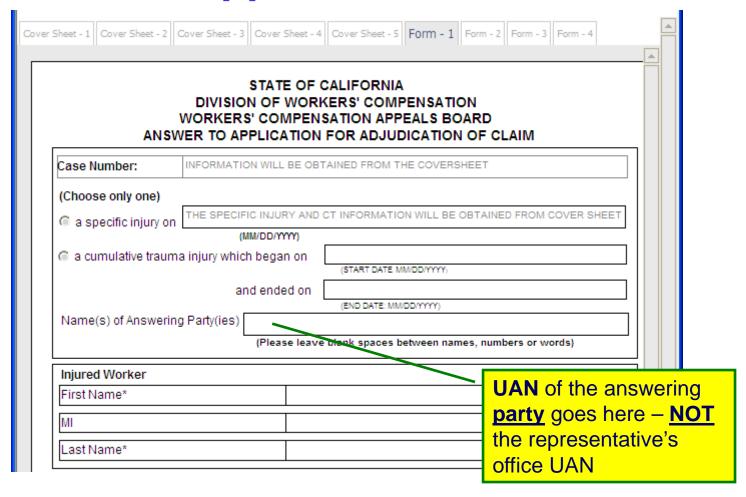
Please list the SSN if you have it when IW is a common name

 Do NOT list companion cases – even if they exist

### Amended Application

- Be sure you identify WHAT you are amending in paragraph 2 or in an addendum
- If there are companion cases, you must file an amended application SEPARATELY in each case – each amended application is specific to each case
- Do NOT list any companion cases on the DCS

Answer to Application



### SIGNATURES

- Any document that requires a "wet"
   signature do NOT use "S" Signature, a
   Signature Stamp or a GIF/JPEG Signature
  - e.g. Proof of Service
  - Settlement Documents
  - Signature Verification
  - Petitions
  - Verifications for verified pleadings

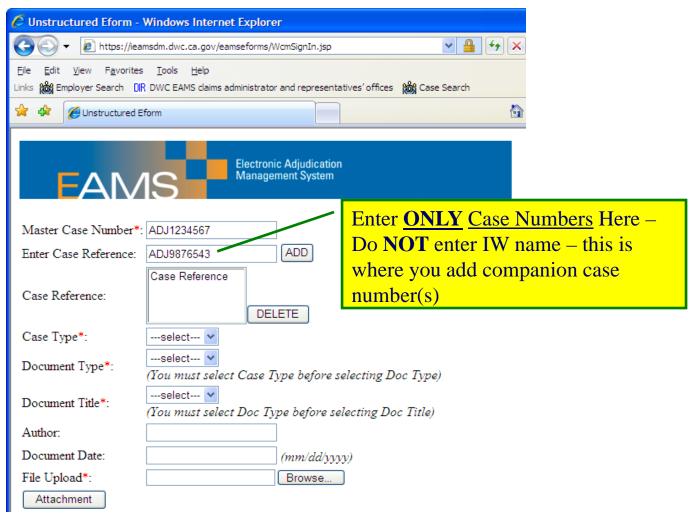
# External Request for Action

- This sets off work flow/task to the WCJ –
   SLT to take the requested action
- You submit this **BUT** you <u>must</u> also e-file your written request
- For the e-filed written request, please use:
   ADJ MISC CORRESPONDENCE-OTHER

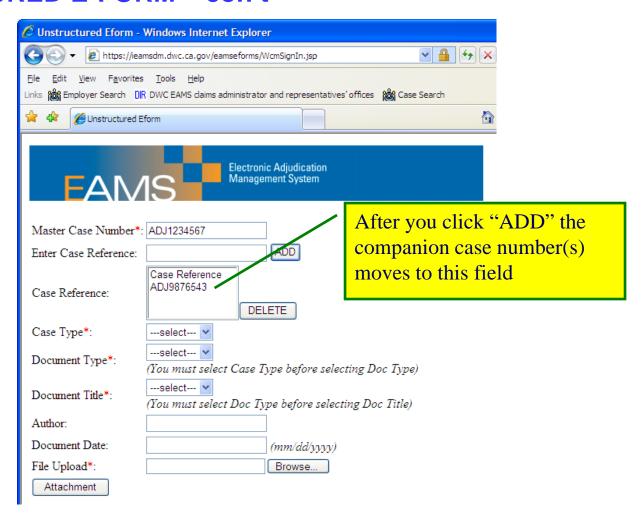
### Document Cover Sheet

- Do NOT Check the Companion Case Box UNLESS you have at least one companion case to list – and you must have a main case number
- If you have a Case Number, do <u>NOT</u> list the SSN, Type of Injury, DOI or Body Parts

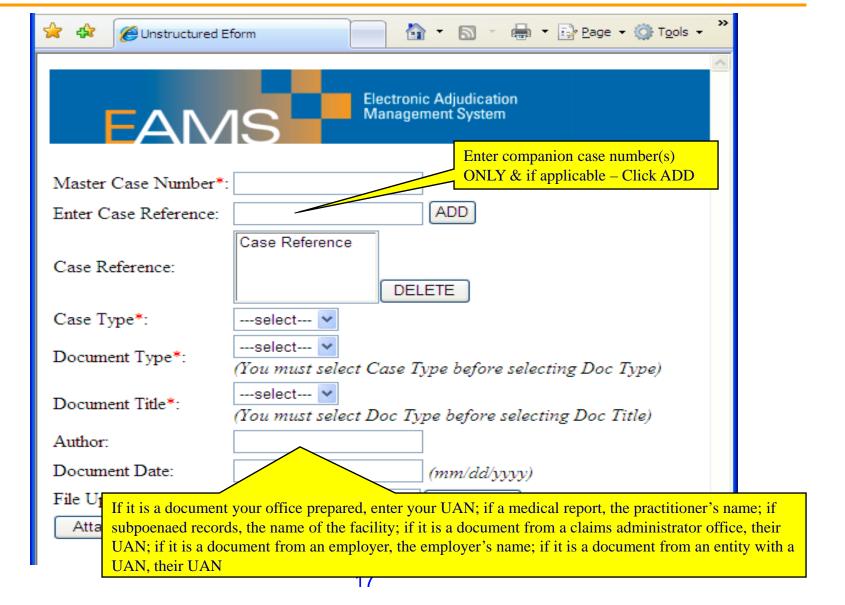
#### UNSTRUCTURED E-FORMS



UNSTRUCTURED E-FORM – con't



### Unstructured e-Form – con't



# **Uniform Assigned Names**

- Claims administrators' offices
- Representatives' offices
- Look them up in the online database
- Print out the OCR forms
  - Mark/highlight those sections that require a UAN
    - Claims Administrator's Office Name
    - Attorney / Non-attorney Representative's office name
- Remember, it is not just your UAN, but also the UAN for all other such entities on the e-Form

### Author

- Your UAN if it is a document prepared in your office
- Medical Practitioner's Name
   if it is a medical report
- Facility/Entity Name if it is subpoenaed records
- Claims Administrator's UAN if prepared in their office
- Employer's Name if prepared by the employer
- <u>UAN</u> if it is a document prepared by an entity with a <u>UAN</u>

REMEMBER, NO SPECIAL CHARACTERS!

#### **NEW**

- RU 122 Settlement of Prospective VR
- Do NOT file the RU-122 it will be returned
- If required, you prepare a Petition for Settlement of Prospective Vocational Rehabilitation – on pleading paper – file it as an unstructured e-form – use:
- Use ADJ LEGAL DOCS PETITION OTHER

### **NEW**

- Proposed Orders
- You are now authorized to e-file Proposed
   Orders with your Petitions
  - Label your scanned document "Proposed Order"
  - Use:

**ADJ – MISC – CORRESPONDENCE-OTHER** 

### **NEW**

- Labeling your scanned documents
- Please be descriptive abbreviate if possible
  - Signed C&R
  - Signed Stips
  - Pet for Atty Fee
  - Wage Stmt
  - Itemized Lien Stmt
  - Sub Rec Palomar Hosp
  - Investigation Rpt

#### REMINDER

- We do not give out legal advice.
- We instruct you as to what is required under the Labor Code, Rules and Regulations. If you choose not to follow them, that is your decision.

EAMS

Electronic Adjudication
Management System

CA Department of Industrial Relations

## **EAMS** Help Desk



Division of Workers' Compensation





